

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Network Services; IT Coordinators	
Position Title:	IT Coordinator Student Assistant	
Classification Level: 3	Hourly Rate: \$9.00	Available openings: 1
Hours per week: 15-20		
Specific time periods required, if any: Flexible		
Work Schedule: Flexible within Monday – Friday; 7am – 5pm		
Flexib		
<p>Responsibilities/Duties: Creates WOs to initiate the service request process and to document request details. Completes routine work order requests for voicemail service and name changes. Runs reports to resolve errors, inaccuracies and missing information. Performs other responsibilities as required.</p>		
<p>Requirements: A high school diploma is required. Experience in a customer service or technical environment is preferred.</p>		
Interviewer Name:	Molly Kent	
Contact Number and/or Email:	LITS-studentjobs@emory.edu	
Form Submitted by: Molly Kent		
		Date: 9/1/17